



Box 278, Wawanesa, Manitoba R0K 2G0  
Phone: (204) 824-2666

May 27, 2026

To Whom It May Concern:

RE: **RFP for a new Development Plan**

Enclosed please find a copy of the Terms of Reference from the Municipality of Oakland-Wawanesa for a comprehensive development plan review.

If you are interested in submitting a proposal, please note the closing date is **June 30, 2026 at 4:00 p.m.**

Yours truly,

*Joni Swidnicki*

Joni Swidnicki, CMMA (Hons.)  
Chief Administrative Officer



# Terms of Reference for Municipality of Oakland-Wawanesa Comprehensive Development Plan Review – 08-2026

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## I. INTRODUCTION

The former Development Plan for Municipality of Oakland-Wawanesa was established to ensure that growth and development occurred in a planned and sustainable manner. The Municipality of Oakland-Wawanesa is focused on creating a development plan that includes objectives and policies that support both near term development as well as planning for long-term sustainable growth and development across the Municipality.

The *Provincial Planning Regulation 81/2011* provides details on the content and studies required for the comprehensive review of a development plan. The Regulation is designed to promote higher standards in support of the development of more comprehensive development plans. It will be the responsibility of the successful consultant team to ensure the Municipality of Oakland-Wawanesa Development Plan and necessary background planning and engineering studies comply with the Regulation.

In addition to the requirement for a detailed comprehensive review under The Act, there are a number of other significant issues, which justify initiating a comprehensive review of the Municipality of Oakland-Wawanesa Development Plan. Some of these issues include:

Increased interest in subdividing lands off provincial highways;

Increase in larger farm developments resulting in surplus yard sites;

Review of hazardous lands to ensure compliance with new 200 year flood data;

Development of Class 6 and 7 lands within the Municipality;

Possible increase in military personnel at Shilo, resulting in increased demand for housing in and around Wawanesa.

## **II. ROLE OF THE PLANNING CONSULTANT**

The successful planning consultant team will complete the following tasks under contract:

### **A) MUNICIPAL VISIONING EXERCISE**

The consultant team shall undertake a municipal “visioning exercise” with participation from local key informants, municipal administrative staff and elected officials, local stakeholder groups and members of the public (as determined by the Municipality of Oakland-Wawanesa Council). The intent of this “visioning exercise” will be to allow local residents and stakeholder groups to come forward and identify issues of local concern related to future land use and community development in both the rural and urban parts of the Municipality of Oakland-Wawanesa. Participants in the visioning exercise will help to identify for the Council and their consultant, community priorities related to the types of growth and potential locations for that development that residents support in various parts of the Municipality.

***NOTE:** Following the completion of the “visioning exercise”, the consultant team shall produce a short report for the Council summarizing the main findings of the “visioning exercise”.*

The Municipality’s visioning exercise and its related report will, together with information from the consultant’s background planning and engineering study, help to inform the objectives and policies contained in a new Municipality of Oakland-Wawanesa Development Plan prior to the Council proceeding with the formal public process for by-law adoption.

### **B) BACKGROUND PLANNING AND ENGINEERING STUDY**

Prepare a general assessment of relevant conditions within the Municipality of Oakland-Wawanesa area to be presented as a public document in the form of a background planning and engineering study. This study must include, but is not necessarily limited to, a survey and analysis of: socio-economic, demographic, environmental, local economic and infrastructure trends, opportunities and constraints over time including an examination of school Council capacity, housing, immigration and opportunities for inter-municipal partnerships and co-operation within the Municipality. For further details of the requirements of the background planning and engineering study, please refer to **Appendix A: Background Planning and Engineering Study Terms of Reference** herein.

***NOTE:** The background infrastructure assessment component of the Background Planning and Engineering Study shall exclude engineering design services and is to be completed by a qualified engineer. More specific detail related to this aspect of the project is outlined in **APPENDIX “A”**.*

## C) PREPARATION OF A DEVELOPMENT PLAN

The collection, analysis, interpretation and application of information contained in the visioning exercise and report, background planning and engineering study to help inform the preparation of a new Municipality development plan requires the assistance of a qualified consultant team (See. Sec. 44(1) of The Planning Act). The particular characteristics, opportunities and constraints which are specific to the Municipality of Oakland-Wawanesa shall inform the level of detail and complexity to be contained within the background planning and engineering study which in turn shall be used by the consultant team to inform the goals, objectives and policies contained in a new Municipality of Oakland-Wawanesa Development Plan By-law.

Public Consultation is an essential component of a meaningful planning process. Decisions made about the use and development of land will impact the lives of municipal residents, with implications being felt over the long term. As a result, the public has an interest in what decisions are made and how those decisions are reached. Bringing diverse interests into the planning process is essential to building consensus and making the process and the adopted development plan more meaningful to local residents.

The successful consultant team shall undertake an effective community consultation process based on the following:

The community consultation will lead to the development of a long-term vision that supports the health and well-being of residents and the economy of the Municipality of Oakland-Wawanesa by identifying and prioritizing community development goals, objectives and policies related to land use, development and timelines for achieving the desired community vision.

- a) Three community consultation meetings will be organized and held by the consultant team with a view to engaging local residents and stakeholder groups in meaningful discussion on locally identified development priorities.
  - Public Consultation Meeting No. 1 - Consultant-led community “visioning exercise” (see PART I and II. herein for additional information).
  - Public Consultation Meeting No. 2 – A community consultation meeting shall be held before the consultant team begins work on the Municipality development plan, the consultant team will present highlights of their visioning report and draft background planning and engineering study and facilitate a discussion with residents and stakeholders concerning community identified short and long-term growth and development priorities.

- Public Consultation Meeting No. 3 - A community consultation meeting shall be held after the Municipality of Oakland-Wawanesa Development Plan has received 1<sup>st</sup> reading and the consultant team has incorporated any necessary revisions identified by provincial authorities and approved by the Council prior to 2<sup>nd</sup> reading. The consultant team will present said plan to residents and stakeholders highlighting the main goals, objectives and policies contained in the new Municipality of Oakland-Wawanesa Development Plan.
- b) To develop a new comprehensive Municipality development plan for the Municipality of Oakland-Wawanesa that is generally consistent with the *Provincial Planning Regulation 81/2011*, the Development Plan must reflect, coordinate with, and have regard for other relevant plans and policies that have effect in the Municipality of Oakland-Wawanesa. Among other requirements, the Development Plan must consider, and generally be consistent with the policies in Part 3 of the Provincial Planning Regulation No. 81/2011 including:
- i) provincially approved plans for highway system upgrading and access management plans;
  - ii) environment plans and climate action change plans;
  - iii) Appropriate policies to support needs of school Board finances and local school division needs.
  - iv) watershed and/or groundwater aquifer management plans in effect in the Municipality;

The new Municipality of Oakland-Wawanesa Development Plan is to be in a form suitable for adoption and administration by the Municipality of Oakland-Wawanesa Council and approval by the Province of Manitoba.

**NOTE:** *The consultant team will be responsible for attending the formal Public Hearing following 1<sup>st</sup> reading of the development plan as well as making any required alterations to the By-law thereafter as may be required to have the development plan in a form ready for second reading.*

*The contract between the consultant team and the Municipality of Oakland-Wawanesa Council will be complete when said Council has given the development plan by-law second reading.*

- c) Prepare appropriate maps for inclusion in the background planning and engineering study and \*development plan.

NOTE: \*Community Planning Branch (Brandon Office) will provide the consultant team with copies of base maps that are to be “marked up” and used by the consultant team to identify the location and geographical extent of all land use designations for all policy maps in the new Municipality of Oakland-Wawanesa

Development Plan. The Community Planning Branch (Brandon Office) will thereafter finalize all development plan policy maps to be included in the development plan provided to the Council for adoption. The consultant is however responsible for gathering and/or creating all mapping contained in the background planning and engineering study and generating any hard copies and/or digital copies of all background study mapping as may be required by the Council, member Councils or Manitoba Municipal Relations.

### **III. ROLE OF MANITOBA MUNICIPAL RELATIONS**

1. Manitoba Municipal Relations (the Department) will be assisting the Municipality of Oakland-Wawanesa Council in retaining a planning and engineering consultant (consultant team) to aid in the services of this development plan review through a Community Planning Assistance grant currently under consideration.
2. The Department will assist the Municipality with the review of consultant proposals and planning consultant selection to undertake work involving preparation of a new Municipality development plan and background planning and engineering study.
2. The Department will assist the Council by providing an advisory service during all phases of the development of the development plan, including review and comments on draft documents submitted by the consultant team to The Council.
4. The Department will provide a copy of the existing Development Plan in effect across the Municipality of Oakland-Wawanesa as well as a copy of the municipal zoning-by-law in effect (if requested) and, subject to the discretion of the Department, any relevant mapping material or other documents that may be on hand and may be useful to the consultant, provided that the Department is properly acknowledged as a source for this information including departmental base maps. Furthermore, Departmental staff may be contacted on various matters as may be required by the consultant.
  - a) The Department will also assist the Municipality with the provincial review and approval of the Development Plan By-law as prescribed by *The Planning Act*.
  - b) The Department will assist the consultant by providing new up-to-date policy maps for inclusion in the new Municipality of Oakland-Wawanesa Development Plan for adoption by The Council.

#### **IV. AWARDING THE CONTRACT**

The contract for work will be awarded by the Municipality based on the quality of the proposal, including but not limited to the qualifications and experience of the planning consultant team and the proposed cost estimate submitted to the Municipality of Oakland-Wawanesa Council for its consideration. The contract award is not necessarily based solely on the lowest bid.

Time shall be of the essence in completing the scope of work described herein, and consultants are encouraged to submit timelines for the completion of work with the submission of their proposal.

#### **V. DELIVERABLES**

The planning consultant team shall supply any and all necessary copies of draft studies, by-laws, final document copies of the Background and Engineering Study and Development Plan By-law as follows:

1) **Municipality**

- \* One (1) electronic copy on a USB memory stick of the Council approved Background Planning and Engineering Study including all text, mapping and covers;
- \* Two (2) bound paper copies of the Council approved Background Planning and Engineering Study complete with all text, mapping and covers.
- \* One (1) electronic copy (MS Word Format) on a USB stick of the complete new Municipality of Oakland-Wawanesa Development Plan in a form reflecting 2<sup>nd</sup> reading including all text, policy and reference mapping and covers;
- \* Two (2) bound paper copies of the complete new Municipality of Oakland-Wawanesa Development Plan in a form reflecting 2<sup>nd</sup> reading including all test, policy and reference mapping and covers.

2) **Community Planning Office (Brandon)**

- \* One (1) electronic copy on a USB memory stick of the Council approved Background Planning and Engineering Study including all text, mapping and covers;
- \* One (1) bound paper copy of the Council approved Background Planning and Engineering Study complete with all text, mapping and covers.

- \* One (1) electronic copy (MS Word Format) on a USB stick of the complete new Municipality of Oakland-Wawanesa Development Plan in a form reflecting 2<sup>nd</sup> reading including all text, policy and reference mapping and covers;
- \* One (1) bound paper copy of the complete new Municipality of Oakland-Wawanesa Development Plan in a form reflecting 2<sup>nd</sup> reading including all text, policy and reference mapping and covers.

These deliverables shall be provided within 12 of the date of commencement of the consultant contract, or on such other date as may be mutually agreed upon by the Council and the consultant (in writing).

All text material shall be provided using Microsoft Word software (Version 10 or later), and shall be formatted to fit within a conventional 8 ½ x 11-inch page, and stored electronically on a USB memory stick.

All Maps shall be provided using:

- a) ArcGIS Version 10 or later format; and,
- b) a reproducible system for production of paper copies (e.g. .pdf file format).

The deliverables and all related materials thereto shall be deemed to be the property of the Municipality of Oakland-Wawanesa Council and Manitoba Municipal Relations. The planning consultant team, in accepting this project, waives any copyright privileges.

In its discretion, the Municipality may further modify the text and maps, and may make additional copies of the material, whether or not it has been modified. Further duplication and distribution by the consultant of the deliverables and materials related thereto shall be prohibited without the expressed written permission of the Planning Municipality Council.

## **VI. CONSULTANT'S PROPOSAL SUBMISSION**

The consultant shall provide a proposal submission to the Municipality of Oakland-Wawanesa Council, for review consisting of the following:

1. Identification of the consultant project team, their roles in the project, examples of relevant experience, references and charge out rate(s).
2. A time flow chart indicating the start-up and completion dates of the various stages of the project.

3. Identify the methodology to be employed for the background planning and engineering study.
4. Consultant concurrence that the Community Planning Office (Brandon) shall be responsible for preparing the finalized digital geo-referenced policy maps that will be included in the new Municipality of Oakland-Wawanesa Development Plan.

NOTE: The Community Planning Branch (Brandon Office) will supply the consultant team with copies of maps to be “marked up” by the consultant to inform the number, type and geographical extent of all land use designations used across the Municipality of Oakland-Wawanesa.

5. Provide a cost-breakdown for each major component of the scope of work described above including the following:
  - Visioning Exercise
  - Draft background planning and engineering study;
  - Finalized Council accepted background planning and engineering study;
  - Draft Municipality of Oakland-Wawanesa Development Plan,
  - Municipality of Oakland-Wawanesa Development Plan in a form reflecting 2<sup>nd</sup> reading;
  - On-site client meetings, public consultation meetings;
  - Costs associated with facilitating up to three (3) public consultation workshops (including preparation and advertising at least one (1) newspaper article per workshop to advertise, provide information, raise local awareness and solicit local participation in the development plan review process) related hall rental costs and all travel and incidental costs.
  - Consultant attendance at the required Public Hearing (following 1<sup>st</sup> reading) of the new Municipality of Oakland-Wawanesa Development Plan (including all travel and incidental costs).

Consultants shall submit six (6) hard copies plus one electronic copy of their proposal which should be forwarded in sealed envelopes marked **Confidential – RFP 08-2026**, by **4:00 p.m.** on: **June 30, 2026**

Joni Swidnicki, Chief Administrative Officer  
Municipality of Oakland-Wawanesa  
Box 278, 106 Fourth Street, Wawanesa MB R0K 2G0  
Phone: 204-824-2666  
[CAO@oakland-wawanesa.ca](mailto:CAO@oakland-wawanesa.ca)

**1. THE COUNCIL OF THE MUNICIPALITY OF OAKLAND-WAWANESA RESERVES THE RIGHT TO EITHER AWARD OR WITHHOLD ALL OR ONLY SPECIFIED PORTIONS OF THE WORK OUTLINED HEREIN BASED ON THE PROPOSALS RECEIVED.**

- If you require any further information or clarification about this proposal, please contact Isaac Omonaiye, Community Planning Services (Brandon Regional Office), Manitoba Municipal Relations at 1-431-542-2552 or via e-mail at: [Isaac.Omonaiye@gov.mb.ca](mailto:Isaac.Omonaiye@gov.mb.ca)

OR:

Joni Swidnicki, CAO at 204-824-2666 or via email at [cao@oakland-wawanesa.ca](mailto:cao@oakland-wawanesa.ca)

## APPENDIX “A”

### Background Planning and Engineering Study Terms of Reference

#### Municipality of Oakland-Wawanesa

In order to proceed with the preparation of a long-term development strategy for the rural areas, and the urban settlement centres, it will be necessary to undertake a background planning and engineering study of the Municipality. This study will need to include, but may not be limited to, an assessment of the current socio-economic context, municipal infrastructure and potential for additional development within the Municipality. Beyond this, the consultant may also outline with detail the need for further studies required within the Municipality, if the scope of the work is determined to be necessitated by growth and/or environmental considerations. **NOTE: Additional studies recommended by the consultant falling outside the scope of work described in the terms of reference herein must have prior approval by the Council, prior to undertaking. Any such studies should be identified and be fully priced at the stage of Proposal Submission.**

The consultant needs to review any current reports prepared for the Municipality in order to ensure that their background planning and engineering study builds on existing information while avoiding duplication of work. This should be reflected in the proposal submitted for consideration to the Municipality of Oakland-Wawanesa Council.

The background planning and engineering study shall reflect the current circumstances existing within the Municipality of Oakland-Wawanesa. Consultants will be required to consider both the historical and current contexts within the Municipality, offering an assessment of changes in the recent past. The background planning and engineering study will consider the following:

#### Planning Related Matters

- a) identification of relevant social and economic issues, including socio-economic trends, historic changes in population, demographic projections, immigration, and local economy;
- b) consultation with the Public School Finance Council and local school division(s) to ensure that it has incorporated all development programs of the school divisions;
- c) projected housing needs in the Municipality for the next 10-year period (based upon a population projection).
- d) analysis of the bio-physical settings, focussing natural resources, agriculture, mineral resources, and wildlife;
- e) capacity of resources, such as potable water, to support additional development;

- f) existing and forecasted municipal piped drinking water servicing and wastewater management needs of the Municipality and options for addressing those needs;
- g) land use potential and restrictions, development trends, density of development in settled areas (e.g. communities and cottage areas), and identification of relevant land use, and resource development;
- h) options for addressing future transportation needs;
- i) examination of livestock development throughout the Municipality of Oakland-Wawanesa and identify issues and make recommendations to facilitate the development of sustainable agriculture.
- j) Identification of vulnerabilities of the Municipality of Oakland-Wawanesa to climate change; and
- k) other matters related to the present or future physical, environmental, social, cultural or economic characteristics of the Municipality of Oakland-Wawanesa that may be relevant to the preparation of a new development plan.

### Engineering Related Matters

#### **URBAN COMPONENT**

A large portion of the emphasis of the engineering study will be focused on the urban areas of the Municipality. There are two (2) distinct areas of investigation for the engineering study, which shall receive generally equal emphasis:

1. The engineering analysis will provide a general evaluation of the following aspects of the infrastructure in urban communities in the Municipality serviced by piped water and wastewater systems:
  - (a) existing water supply, treatment and distribution systems and each community's ability to meet minimum Canadian Drinking Water Standards and flow requirements for fire-fighting;
  - (b) existing sewage collection, treatment and disposal systems;
  - (c) existing storm drainage system(s);
  - (d) existing transportation systems, including roadways and bridges;
  - (e) existing solid waste management system;
  - (f) identification of existing and/or proposed oil and gas pipelines.

The evaluation should generally include observations about the condition and capacity of the existing systems, identify any significant problem areas, and identify any recommended improvements or replacements to components in the system, along with preliminary cost estimates to implement such improvements or replacements.

2. The engineering analysis shall also provide a general evaluation of the relative ease or difficulty of developing various undeveloped portions of lands within existing urban settlements and adjacent lands that could be considered for expansion from an engineering point of view due to existing and unused or

under-utilized infrastructure or potential for cost effective extension of urban infrastructure. This analysis will include:

- (a) a general evaluation of topographic conditions, particularly those that would represent significant difficulties and costs for development.
- (b) a general evaluation of the capacity of central treatment systems to accommodate population growth, and the method(s) by which these systems could be expanded.
- (c) identification of the area(s) on a map that can be serviced by extending the existing gravity flow sewage system without the need for lift stations or force mains.
- (d) a general discussion about the development of water distribution and sewage collection systems within these undeveloped areas, along with an identification of any additional features that might be required (such as sewage lift stations and/or wastewater treatment facilities).
- (e) a general discussion about the development of storm drainage and transportation systems within these undeveloped areas or expansion areas.
- (f) typical preliminary cost estimates to extend municipal infrastructure into these undeveloped areas.
- (g) additional recommendations concerning the development of serviced residential, industrial and/or commercial areas in existing serviced urban settlements in the Municipality of Oakland-Wawanesa.

This analysis should be followed by a general recommendation as to the priority in which various undeveloped areas of existing serviced urban settlements across the Municipality should be developed.

#### **RURAL COMPONENT**

The engineering analysis will also include the following information for rural areas across the Municipality of Oakland-Wawanesa:

- (a) a general evaluation of the feasibility, from an engineering perspective, of developing additional rural residential and urban development with special consideration given to the matter of water supply and sewage disposal.
- (b) a general evaluation and preliminary cost estimate with respect to the possibility of extending water distribution and sewage collection systems from serviced urban communities into adjacent rural areas to support new urban-type development.

- (c) a general assessment of fire-fighting capabilities in rural areas including such matters as average response times of voluntary fire departments and a consideration of any mutual aid agreements involving the Municipality of Oakland-Wawanesa.
- (d) Identification of existing and/or proposed oil and gas pipelines/flow lines.

**NOTE:**

It is expected that the awarded consultant will advise the Municipality Council on the necessity of additional studies required which cannot be considered within the scope of the Development Plan Review.

Furthermore, the consultant shall be expected to identify any major deficiencies with respect to development patterns within the Municipality, advising how remedies might be achieved within the foreseeable future.